REFUND APPLICATION FORM

Person(s) who can request and receive refunds in respect of the international student are those identified in the Letter of Offer and Student Written Agreement, consistent with the ESOS Act 2000. Project Controls Institute, Australia does not authorise the transfer of tuition fees to another provider or to any other student.

Please ensure you have read the **Fees and Refund Policy and Procedure** available on Project Controls Institute, Australia Refund Policy before completing this Form.

1. Course Details

Course Name	CRICOS Course Code

2. Enrolment Status

Enrolment	Please tick the status which reflects your situation.
I have commenced my course	
I have not commenced my course	
I currently owe fees and want them reconsidered	

3. Student Details

Student Number:		Date of Birth: (dd/mm/yyyy)	
		____/____/_____	
Given Name:		**Family Name:**	
Current Address:			
Current Contact Details:			
Home:		**Mobile:**	
Email Address:			

4. Reason for Refund Request

1. Identify the reason for your request for a refund:
2. Please list the supporting evidence (visa refusal etc.):

5. Bank Details

Please specify account details below (if the refund request is approved), the refunded money will be deposited into the account listed below.

Account Name:	
BSB:	**Account Number:**
Bank Name:	
Branch Address:	

6. Student Declaration

By signing below, I _____, declare that:

(Student Name)

1. That I have read the **Fees and Refund Policy and Procedure**, available on Project Controls Institute, Australia Vocational Education Website before completing this Form.
2. The information supplied and attached in this application is true, complete and accurate.
3. I acknowledge that giving incomplete or incorrect information may delay the processing of this application.

Student Name:	
Student Signature:	
Date:	____/____/_____

7. Additional Information

1. Project Controls Institute, Australia ensures that any applicable refunds of course fees paid are administered in accordance with the Fees and Refund Policy and Procedure, and are handled in a fair, transparent, and timely manner.
2. Project Controls Institute, Australia ensures that any bank charges incurred in the processing of refunds are deducted from the refund amount. The availability of this agreement and the complaints and appeals processes does not remove or limit the student's rights under Australian consumer protection laws.
3. In all cases, PCI, Australia will notify students of the outcome of the application for refund within twenty-eight (28) working days of receipt of a completed and signed application for refund and applicable evidence.
4. Approved refunds requests will be paid within four (4) weeks from the approval date.
5. Refunds will be paid into the account where the payment was made from initially.
6. Refunds will be paid in Australian dollars (AUD).
7. All bank fees/charges incurred in issuing the refund will be deducted from the refund amount.
8. Students are not permitted to transfer course fees to other students.
9. Please submit this completed form and attached documentation to the Project Controls Institute, Australia administration via email aus@projectcontrolsinstitute.com or in person at campus reception.

Refund Application Form

OFFICE USE ONLY	
Attached evidence (if required) has been verified (Yes | No | N/A):	
Name of the staff member who verified the provided evidence:	
The refund has been processed, and the information entered in the Student Management System (Yes | No):	
Name of staff member who processed and updated the Student Management System:	
Additional Comments (follow up required, meeting etc.)	
Date:	____/____/_____